

## Agency 53

# State Records Board

**Editor's Note:**

Articles 1 and 2 have been approved by the State Records Board but do not fall under the statutory definition of a rule and regulation (see K.S.A. 77-415).

Therefore, the rules and regulations are not published but are on file at the Secretary of State's Office.

*Articles*

53-1 and 53-2. RESERVED.

53-3. GENERAL RECORDS RETENTION DISPOSITION SCHEDULE FOR STATE AGENCIES.

53-4. RECORDS OFFICER.

**Articles 1 and 2.—RESERVED**

**Article 3.—GENERAL RECORDS  
RETENTION DISPOSITION SCHEDULE  
FOR STATE AGENCIES**

**53-3-1. General records retention and disposition schedule for state agencies.** (a) A general schedule for the retention and disposition of state government records, as approved by the state records board on October 13, 1988, is adopted by reference. This schedule shall be followed in the retention and disposition of records in the custody of each state agency except that:

(1) Agencies may elect to retain records for longer periods of time than as stated in the general schedule.

(2) If other federal or state regulations require longer retention for specific records, the longer period shall prevail.

(3) All records required for state or federal audits shall be maintained until those audits are completed regardless of the retention periods appearing in the general schedule.

(b) The disposition of any state government records not included in the general schedule shall require authorization by the state record board unless that disposition involves transfer of records to the state archives. Each agency requesting disposition authorization shall submit the request through the state archivist.

(c) Copies of the general schedule for retention and disposition of state government records, as well as other schedules approved by the state

records board, may be obtained from the state historical society's department of archives. (Authorized by and implementing K.S.A. 75-3504, as amended by L. 1988, ch. 366; effective Dec. 5, 1988.)

**Article 4.—RECORDS OFFICER**

**53-4-1. Records officer.** (a) A staff member shall be appointed by the director of each state agency to the position of agency records officer; a separate records officer for each major organizational subdivision may be appointed by directors of larger agencies. The duties of the records officer shall be to:

(1) Maintain a liaison between the agency, the state records board, and the state historical society's department of archives;

(2) prepare and maintain an inventory of each record series in the custody of the agency in cooperation with the archives staff;

(3) prepare and submit retention and disposition schedules for the state agency's records for approval or modification to the state records board in cooperation with the archives staff;

(4) periodically review the agency's records retention and disposition schedules, and submit requests for any needed modifications to the state records board;

(5) disseminate pertinent information regarding records management to appropriate staff members within the state agency; and

(6) formulate and oversee implementation of agency records management policies and proce-

dures with the assistance of the archives staff to ensure compliance with all applicable federal and state statutes and regulations. These policies and procedures shall include:

(A) Precautions against the destruction or other disposition of agency records without authorization of the state records board, except that these records may be transferred to the state archives with the consent of the state archivist under K.S.A. 45-405;

(B) storage conditons and procedures for handling agency records with enduring value that will minimize damage and deterioration;

(C) security arrangements that prevent loss, defacement or destruction of agency records due to theft or vandalism; and

(D) procedures to ensure that all microfilm

copies of records with enduring value meet the requirements of K.S.A. 75-3506 and K.S.A. 45-412.

(b) At the discretion of each agency director, the records officer may be responsible for ensuring adequate public access to agency records as required by the open records act, K.S.A. 45-201 *et seq.*, and for ensuring that satisfactory safeguards exist against unauthorized disclosure of confidential records.

(c) Each records officer shall be a staff member holding an administrative or professional position. The duties of the records officer may be collateral duties to an existing position in the agency. (Authorized by and implementing K.S.A. 75-3504 amended by L. 1988, ch. 366; effective Dec. 5, 1988.)